

# COMMUNITY LIVING

Thunder Bay



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## GENERAL MANUAL POLICY

APPROVED BY:

K. J. Pickard  
Executive Director

CATEGORY: Human Resources

TOPIC: Educational Leave of Absence

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### POLICY

It is the policy of Community Living Thunder Bay to encourage its employees to continue their education, as it contributes to their professional development in relation to current or future job opportunities within the Association.

### PURPOSE

An employee may submit a written request for an educational leave of absence for a period of up to one (1) year, for the purpose of resuming studies in a program related to the employee's work with the Association.

Although the Employer recognizes the mutual benefit of the Employer and the employee to improve the educational standards of the work force, permission for such leave of absence shall be without pay and shall be at the complete discretion of Community Living Thunder Bay.

**GENERAL MANUAL PROCEDURE**

**TOPIC:** Educational Leave of Absence

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**PROCEDURE**

Prior to registering for any courses or programs, the employee must present a request, in writing, to his/her Team Leader outlining the name of the program/course, the estimated time to complete the program/course, and the reasons for taking the program/course.

The request shall be made not less than three (3) months prior to the requested commencement of the leave.

The Team Leader will review the application and attach a recommendation, submitting it to the Executive Director for final approval, in accordance with the terms of the collective agreement.

Each application for an educational leave of absence without pay shall be considered at the complete discretion of the Employer.

In the event that the educational leave is granted, Community Living Thunder Bay shall provide the employee with written notification of the approval.

During an employee's leave of absence without pay, which exceeds thirty (30) days, he/she will not accumulate service for the purposes of vacation entitlement, sick leave benefit and salary increment for the period of the absence, in accordance with the collective agreement. In addition, the employee will become responsible for the full payment of subsidized employee benefits in which he is participating for the period of the absence. If an employee is eligible for Group Insurance benefits, he/she must contact Human Resources 30 days prior to commencement of the leave of absence.

Upon returning from the leave, the employee shall be placed in a position equivalent to that which the employee held prior to the educational leave, but not necessarily at the same location.

If the educational leave is not granted, Community Living Thunder Bay shall provide the employee with written notification.